

## Appendix III

### CONTRACT MANAGEMENT

The Aerospace Medical Division, Air Force Systems Command, Brooks AFB TX, was designated as the primary management agency responsible for the Air Force Health Study. The program is managed by the Commander, USAF School of Aerospace Medicine, with scientific, technical, and business management support from the Epidemiology Division and the Data Sciences Division of the USAF School of Aerospace Medicine and business support from the Director for Systems Acquisition, Aerospace Medical Division, respectively. The Commander, USAF School of Aerospace Medicine, coordinates business and technical inputs from the interfacing organizations and consolidates program status and direction. He is responsible for informing higher headquarters of management or technical situations which could impact the success of the program.

The 3303rd Contracting Squadron, Air Training Command, Randolph AFB TX, provides all procurement support to the Ranch Hand II Program. Contracted efforts, to date, have included software development, statement of work preparation, questionnaire development, questionnaire administration and the conduct of physical examination. To the maximum extent practical, fixed price contracts with cost reimbursement for travel, lodging and stipend expenses were used. The contractor(s) provided data as required to the contracting agency and the Program Manager. Reports were provided on technical progress, expenditure of funds, and overall program progress against the contractual schedules. Data were used to assess program progress and to initiate corrective actions where required.

A contract to assist in the development of a statement of work for the questionnaires was let to Research Statistics, Inc., Houston TX, at a cost of \$11,900.

The study questionnaire was developed by the National Opinion Research Center, New York NY, a nationally recognized survey research firm. A sole source contract was awarded on 26 September 1980 and was concluded on 31 July 1981 at a total cost of \$348,000.

Louis Harris and Associates, Inc., New York NY, was competitively selected to administer the questionnaire and awarded a contract on 18 September 1981. The original effort was scheduled for completion in April 1982, but due to data collection as well as questionnaire/physical examination contractor interface requirements, the contract was extended to November 1982. The final cost for the questionnaire administration effort was \$1.076 million.

A formal source selection process was also used to select the Kelsey-Seybold Clinic, P.A., Houston TX, as the single site for conducting the physical examinations. The initial contract period was scheduled for 10 months (23 November 1981 - 30 September 1982) but was extended to 15 December 1982. The total contract cost was \$6.161 million, which included the physical examinations, travel expenses, lodging, meals and stipend allowances.

An Air Force on-site physician monitor in-briefed all study participants and conducted quality control checks on all medical aspects of the physical examination. Additional medical and contracting specialists periodically visited the examination site to ensure adherence to all aspects of the contract. All three contracting efforts were characterized by this type of close interaction and control.